



We're Hiring: Senior Director/VP of Accounting

Location: Fully Remote, US only

Type: Full Time

Reports to: CFO

Retension Pharmaceuticals is a fast-growing, mission-driven startup focused on developing life-saving therapeutics for patients with high blood pressure and cardiovascular health. We're a small, collaborative team working to make a big impact—and we're looking for a highly organized, proactive, and adaptable administrative professional to join us.

The Senior Director/VP of Accounting owns the company's accounting, tax, treasury, and SEC reporting functions end to end, setting direction and doing the day-to-day work. The right candidate leads and develops a team while remaining comfortable being both the reviewer and the preparer, and partners closely with HR, payroll, and outside advisors.

Key Responsibilities

- Oversee the scaling and optimization of accounting systems and processes, including identifying opportunities to automate or streamline processes and executing planned automation and technological advances.
- Own the monthly, quarterly, and annual close across Accounts Payable, leases, payroll, and stock compensation, including preparing and reviewing journal entries and performing account and bank reconciliations directly as needed.
- Lead the preparation and review of SEC filings, including Forms 10-Q, 10-K, and 8-K, and manage the audit and review cycles with external auditors and outside counsel.
- Own accounting policies and compliance, ensuring conformity with US Generally Accepted Accounting Principles (US GAAP) and applicable laws, regulations, and SEC requirements.
- Own internal control over financial reporting (ICFR), including designing, documenting, and testing key controls.
- Manage all tax matters with the external tax advisors, including the income tax provision, federal, state, and local filings, R&D credit studies, and 1099 reporting.
- Manage treasury and cash operations, including cash forecasting, bank relationships, wire and payment approvals, and Accounts Payable oversight.
- Oversee the investment portfolio, including accounting for and reporting on short-term investments, monitoring compliance with the investment policy, and coordinating with investment advisors.
- Administer equity, including option and RSU grants, stock-based compensation accounting, cap table and equity plan maintenance, and support for Section 16 and equity-related disclosures.
- Coordinate with HR and payroll on compensation, benefits, and 401(k) matters, including payroll processing and review, payroll tax filings, and the annual 401(k) audit.
- Ad Hoc Accounting tasks, including ad hoc technical accounting analysis, as necessary.

Qualifications

- BA/BS in Accounting/Finance.
- Minimum 12 years related financial accounting experience.
- CPA with “big four” experience.
- Experience in public companies facing rapid growth while maintaining the highest standards in accounting practices.
- Proven ability to thoughtfully evaluate processes, identify opportunities for improvement and successfully execute on those plans.
- Excellent oral and written communication skills.
- Experience operating within a Sarbanes-Oxley control environment.
- Prior experience effectively managing external service providers to meet objectives and budgets.
- Ability to deal with business issues collaboratively with other departments.
- Strong people management skills: reputation as a positive, highly motivated leader with a track record of recruiting and developing strong talent who have grown into senior managerial roles.
- Must be ‘hands-on’ and able to work cross-functionally in a collaborative manner.
- Strong interpersonal skills and the ability to communicate effectively with people in diverse and different settings, including presentations to upper management.
- Personal presence, energetic, flexible team player and hands-on leader with the ability to manage in a dynamic environment.
- Strong attention to details.
- Time management and organizational skills.
- Ability to multi-task and effectively prioritize

Why Join Retension Pharmaceuticals

- Flexible, fully remote work environment
- Opportunity to be part of an early-stage, mission-driven company
- Collaborative, supportive culture that values initiative and creativity

To Apply:

Please send your resume and a brief cover letter describing your interest and relevant experience to careers@retensionpharmaceuticals.com

Recruiters and agencies: We appreciate your interest, but we’re not seeking external recruitment support for this role.